

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☒ Formal Training and Development Assignment

Position Title: Supervisor: Rules and Notices Team and Technical Support Team Classification: Data Processing Manager II (T&D considered)
Location: Compliance Systems Bureau (CSB) Section/Unit: 787
Salary Range: \$5849 - \$7464 Number of Vacancies: 1

Job Description: (includes typical duties)

Under the direction of the Collection Systems Development Section Manager (DPM III), the incumbent provides management oversight and team leadership for the Accounts Receivable Collection System's Rules & Notices and Technical Support Teams. Responsibilities include the development and maintenance of the system business rules, business strategies and notices. In addition, the incumbent provides management oversight and team leadership to a group of analysts that support bureau efforts. These efforts include but are not limited to: business planning, monthly status reports of bureau assignments, maintaining bureau training plans, working with the division budget area on schedule 1 and schedule 3's, pc coordination and workforce planning. The DPM II will also participate on enterprise-wide projects and teams.

Required Knowledge, Skills, Abilities:

- Strong team leadership and staff development skills
- Ability to remain flexible and adapt to changing priorities
- Strong interpersonal, problem solving and negotiation skills
- Knowledge of principles and techniques of effective personnel management and supervision
- Ability to communicate effectively verbally and in writing with technical and non-technical staff
- Knowledge of project management techniques and methodologies
- Experience supervising or leading technical professionals

Desirable Experience/Qualifications:

- Demonstrated performance encouraging positive relationships, creating high job satisfaction, encouraging success, showing understanding, and being trusting and supportive
- Experience with the software development life cycle in a client/server based environment
- Knowledge of information technologies and trends

Mail or hand deliver your application by: April 17th, 2009

Contact Person: Kelly Morrow

Telephone Number: (916) 845-6334

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Kelly Morrow

Special Instruction: **FTB Employees Hand Deliver or Route To** Kelly Morrow at M/S A211

California State Tax Compliance: As required by the department's rules of conduct, all employees of the Franchise Tax Board (FTB) must be in compliance with California Revenue and Taxation Code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with FTB.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed. All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation.** The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.